



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:  
COMNAVREGSWINST 1650.2  
PWCS

18 OCT 2000

COMNAVREGSW INSTRUCTION 1650.2

Subj: SELECTION OF THE SAN DIEGO AREA SEABEE OF THE YEAR

Encl: (1) Seabee of the Year Eligible Commands  
(2) Seabee of the Year Letter of Nomination

1. Purpose. To establish criteria and procedures for the selection of the Seabee of the Year at the annual Seabee Ball.

2. Background. The San Diego Area Seabee of the Year Program was established informally in 1989 to recognize the contributions of Seabees throughout the San Diego area at the annual Seabee Ball. The Seabee of the Year award recognizes individuals who have demonstrated extraordinary performance throughout the calendar year. The San Diego Area Seabee of the Year award selection process is independent from the Navy Region Southwest (NRSW) Sailor of the Quarter/Sailor of the Year (SOQ/SOY) award process.

3. Eligibility. All E-5 and E-6 Sailors within Seabee commands in the San Diego area are eligible. All E-5 and E-6 Seabee rating Sailors assigned to non-Seabee commands in the San Diego area are also eligible. A command may nominate only one individual for the award.

4. Selection Process

a. The Chairman of the Seabee Ball Committee will send a letter soliciting nominations for the San Diego Seabee of the Year not later than 1 November. The Chairman will work with the Senior Enlisted Seabee to ensure all eligible commands are identified in the letter.

b. The Senior Enlisted Seabee will ensure that all nomination packages are submitted from eligible commands not later than 1 December and will identify a date in mid-January to hold the Seabee of the Year Selection Board.

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c. The Senior Enlisted Seabee will ensure that the Seabee of the Year Selection Board is staffed with the following members: a minimum of four San Diego Area Seabee Chief Petty Officer Association members, the NRSW Regional CMC and the Seabee Ball Committee Chairman or a designated representative. The Selection Committee shall select a Chairman among themselves.

d. The designated Chairman of the Seabee of the Year Selection Board will ensure that all Selection Board members have copies of the nominations and the evaluation criteria not later than mid December. All Board members shall review the selection criteria and the nominations before the Board meet to select the Seabee of the Year.

e. In mid-January, the Selection Board will interview the nominees and identify the Seabee of the Year.

f. The Chairman of the Selection Board will work with the selected Seabee of the Year's command and CMC CNRSW to submit all documentation required (OPNAV Form 1650, Summary of Action, etc.) for the award not later than 1 February. The Seabee of the Year should receive a Navy Achievement Medal and a plaque. The other Seabee of the Year nominees should each receive a Letter of Commendation from CNRSW.

g. Two weeks prior to the ball, the Navy Achievement Medal nomination and proposed Letters of Commendation should be forwarded to Commander, Navy Region, Southwest with an endorsement letter from the Commanding Officer of the command hosting the annual Seabee Ball.

h. The Chairman of the Seabee Ball Committee or the designated representative, shall work with the Chairman of the Selection Board and Regional Master Chief to ensure that all plaques, letters and awards are prepared for presentation at the Seabee Ball.

5. Criteria for Selection. The San Diego Area Seabee of the Year will be the individual rated highest of all eligible nominees from the following criteria: Sustained superior performance, military bearing, uniform appearance at selection board, leadership, self improvement, command and/or community involvement, and performance at an oral board.

6. Responsibilities. The Chairman of the Annual Seabee Ball Committee is charged with the overall responsibility for implementing the program. The Senior Enlisted Seabee will work with the Chairman of the Seabee Ball Committee to identify all San Diego area eligible commands to be contacted soliciting nominations for Seabee of the Year award. The Senior Enlisted

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Seabee will also organize the Seabee of the Year Selection Board. The CMC of CNRSW will work with a designated representative from the Seabee Ball Committee and the Senior Enlisted Seabee to track the progress of all awards.



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Deputy and  
Chief of Staff

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## SEABEE OF THE YEAR ELIGIBLE COMMANDS

The following is a list of commands eligible to nominate Seabee of the Year candidates for the annual Seabee Ball:

SIMA San Diego  
NAVBCHGRU 1  
NAVSPECWARCEN  
NAVSPECWARGRU 1  
FISC San Diego  
NAVBASE Coronado  
NAVCONBRIG Miramar  
FHOTC Camp Pendleton  
NAVCRUITDIST San Diego  
NAVBASE San Diego  
SUBASE Pt Loma  
ACB 1  
ACU 1  
ACU 5  
BMU 1  
BODMU 3  
CBU 405  
CBU 427  
SBU 12

Enclosure (1)

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Sample Seabee of the Year Letter of Nomination

From:

To: Commanding Officer, Host Command of Seabee Ball

Sub: SAN DIEGO AREA SEABEE OF THE YEAR

Ref: (a) COMNAVREGSWINST 1650.2

1. Per reference (a), \_\_\_\_\_ is nominated for the San Diego Area SEABEE OF THE YEAR for the \_\_\_\_ calendar year.

2. The following information is provided:

a. Name: \_\_\_\_\_ Rate: \_\_\_\_\_ SSN: \_\_\_\_\_

b. Birthdate: \_\_\_\_\_

c. Date enlisted in the Navy: \_\_\_\_\_

d. Date assigned to the current command: \_\_\_\_\_

e. Advancement date(s):

(1) E-4

(2) E-5

(3) E-6

f. Currently selected for advancement: Yes/No (if yes, date to be advanced)

g. Previous selection as SEABEE/SAILOR of the Month/Quarter, give date(s) and command(s); include selection letter(s) as enclosure(s).

h. Brief synopsis of significant professional achievements this calendar year:

i. Awards received this calendar year:

j. Off-duty community involvement this calendar year:

k. Educational background (include USAFI, extension courses, Navy-sponsored courses; exclude rate courses required for advancement):

Commanding Officer's/Officer in Charge's comments:

Enclosure (2)